FREQUENTLY ASKED QUESTIONS

1. When can I apply for an apprentice position?

   Applications will be accepted starting from March 28, 2011 to April 9, 2011
   (Eastern Standard Time). You can go to https://chart.donhr.navy.mil
   to apply. Note: You must also complete a supplemental form. Follow the directions on where
   to send it to.

2. How long will it take me to complete an outline application?

   Approximately one (1) hour. It is recommended that you read the application thoroughly first
   before entering your information.

3. Will I be required to take a test?

   Yes, everyone will be required to take and pass a placement test, call ASSET, to be eligible for an
   apprentice position.

4. Will I be required to take a health and physical examination?

   Yes

5. Will I have to take a drug test?

   No, however after you become a journeyman some trades are required to take a drug test.

6. Will I be required to obtain and maintain a security clearance?

   Yes, if you are selected for a position you will be required to obtain and maintain a security
   clearance.

7. I currently do not live in Oahu, Hawaii, but will be moving there soon. Am I still able to apply?

   Yes

8. How long does the hiring process take?

   Approximately six (6) months.

9. How long does the ASSET test take?

    Approximately two and half (2 ½ hours).

10. How do I prepare for the ASSET test?

    Go to http://www.navsea.navy.mil/shipyards/pearl/phnsy/Careers.aspx
    A sample test is located on the Additional Resource page. You can also take a ASSET Prep
    Course which is offered by Honolulu Community College.   You can register online at:
    http://honolulu.hawaii.edu/cet.asset or by phone at (808) 845-9296. NOTE: You must apply
    for the Apprentice Program before you sign up for the Asset Prep Class.

11. What is the ASSET test about?

    The test consists of writing, reading math and elementary algebra.

12. When do I start working?

    The program begins January of each year.

13. How much do I get paid?

    Approximately $19.00 per hour.

14. Do I have to be a college student before I apply?

    No, but you must be 18 years of age before you begin to work in January.

15. What are the Civilian Benefits with the US Navy in Hawaii?

    Go to http://www.navsea.navy.mil/shipyards/pearl/phnsy/Careers.aspx

    Under Additional Resources and click on Benefits Information for Newly Hired Civilian
    Employees.

16. I don't have an email address. How do I get one?

There are many sites that offer free email services. Here are a couple of the popular, free email websites: Yahoo, MSN, GMAIL, and HOTMAIL.

17. Can I select a date and time for my Asset Test?

NO, you will be scheduled by the Human Resources Office on a first come first serve basis. If you do not show up on the day and time of your scheduled appointment, you will be placed on "standby" on another day. More information regarding the scheduling of the Asset Test will be provided at a later date.

18. When is the Asset Test Schedule?

The Asset Test is scheduled from May 16 to 27, 2011.

19. How do I register for Selective Service?
Men 18 through 25 years old can register by completing a form at the post office. Some high schools have a facility or staff member who serves as a Selective Service Registrar. If you turning 18, you can go to www.sss.gov to register online.

20. What is the penalty for not registering?

Failure to register is a violation of the Military Selective Service Act.   Conviction for such a Violation may result in imprisonment for up to five years and/or a fine of not more than @250,000.

21. What if I am over 26 and haven't registered?

Once you reach age 26, it's too late to register. Even though you may not be prosecuted, you may be denied student financial assistance, federal job training, and most Federal employment unless you can provide convincing evidence to the agency providing the benefit you are seeking, that your failure to register was not knowing and willful.

22. What happened to the ACEP (Apprentice Career Experience Program) Website?

You will be redirected to the Pearl Harbor Naval Shipyard Website@

http://www.navsea.navy.mil/shipyards/pearl/phnsy/Careers.aspx?

23. What if I have a Apple, MAC computer and I am not able to get into Chart?

You will need to use Internet Explorer. If more information is need you can go to:

https://chart.donhr.navy.mil/CHART_Tips.pdf (after the word Chart is a underscore Tips.pdf.

24. If I have questions about the Apprentice Program who do I call?

You can contact the Human Resources Office @ (808) 474-9216. This is an answering machine and your calls are returned within a 24-48 period excluding weekends.

25. Who do I call if I have questions about my resume?

Contact the Chart Webmaster at the bottom of the page or email at www.CHART.navy.mil